

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** XXX **ISSUE:** Standard
2. **DRD NO.:** **STD/CM-MINC**
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1 of 2
6. **TITLE:** Modification Kit Instructions and Installation Notification
7. **DESCRIPTION/USE:** Specifies the requirements for instructions to be provided to the using site for accomplishing retrofit/modifications to any flight elements and related equipment, facility support system, and associated support equipment. Modification Kit Instructions are used as a checklist for modification kit completeness and instructions for accomplishing the modification. Installation Notification confirms that the Modification Kit has been installed and performance of the modified equipment has been validated.
8. **OPR:** ED03 9. **DM:**
10. **DISTRIBUTION:** Per Contracting Officer's letter
11. **INITIAL SUBMISSION:** As required. The documentation shall be submitted via Engineering Change Proposal (ECP).
12. **SUBMISSION FREQUENCY:** As required
13. **REMARKS:**
14. **INTERRELATIONSHIP:**
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** Modification Kit Instructions and Installation Notifications describe the modification to be performed and provide notification of modification completion.
- 15.2 **APPLICABLE DOCUMENTS:**
MSFC-STD-3394 *Standard for Contractor Configuration Management, MSFC Programs/Projects*
- 15.3 **CONTENTS:**
Modification Kit Instructions and Installation Notification shall be prepared in accordance with MSFC-STD-3394 and the following requirements.
 - a. The content of Modification Kit Instructions shall include the following:
 1. Title.
 2. Modification Kit number.
 3. Authorization.
 4. Date.
 5. Mod Kit proofed.
 6. Where work will be accomplished.
 7. Installation sequence.
 8. Spares affected.
 9. Manuals affected.
 10. Safety considerations.
 11. Purpose of Mod instruction.
 12. Effectivity.
 13. Parts/materials/documentation required.
 14. Instructions for accomplishing modification.
 15. Nameplate.

DRD Continuation Sheet

TITLE: Modification Kit Instructions (MI's) and
Installation Notification Documentation

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15. DATA PREPARATION INFORMATION (CONTINUED):

16. Special packaging/handling instructions.
17. Special tools, safety equipment, or test equipment.
18. Disposition of removed parts.
19. Estimated man-hours required.
20. Validation requirements.
21. Preparer.
22. Inspector.
23. Software requirements.
- b. Modification Kit Installation Notification shall provide the following:
 1. Modification Kit number.
 2. ECP number.
 3. Part number of the new identifier if the mod caused a part number change.
 4. Date and location of installation.
 5. Part number of the item.
 6. Serial number of the item.
 7. Work order number if applicable.
 8. Name, address and telephone number of the person responsible for the installation.
 9. Date and location of verification.
 10. Name, address and telephone number of the person responsible for the verification.
 11. Name, address and telephone number of the government inspector if applicable.
 12. Any additional remarks as required.

15.4 **FORMAT**: Contractor format for Modification Kit Instructions and Installation Notification is acceptable.

15.5 **MAINTENANCE**: Complete reissue if the ECP is revised.

NOTE to STD/CM-MINC

Sample Statement of Work words*:

Modification Kits. The contractor shall accomplish any approved retrofit on a delivered configuration item (CI) by the use of a Modification Kit. Requirements for modification shall be submitted via an ECP for approval. Modifications of a configuration item at the using site, except for Field Engineering Changes, shall be accomplished by a Modification Kit. The Modification Kit shall include the hardware and/or software and modification instructions. The contractor shall provide notification of installation completion after Modification Kit installation and validation of CI performance. Any change to a Modification Kit subsequent to installation and validation requires a revised ECP and Modification Kit. The changed Modification Kit requires the same approval process as the original Modification Kit. Modification Kit Instructions and installation notification shall be prepared in accordance with DRD STD/CM-MINC.

Sample complete CM SOW section available from CDRM.

NOTE:
These instructions on DRD applicability are not a part of the DRD and should not be included in a DPD.